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10 April 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 3-10 April 1956

1. Management Conference. OSI is proceeding with plans for a Management Conference the week of 21 May. [] will give the group of branch chiefs, division chiefs, deputies, and AD/SI a preliminary briefing about 23 April.

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2. Basic Supervision. Basic Supervision #18 began 9 April with 18 students, GS 9-11. Apparently by chance, this group turns out to have a high proportion (9 out of 18) of people who are not now actually supervising others in a line capacity. For this reason it is an extremely difficult group to instruct in supervisory techniques. Their motivation is less, and several of them do not understand what the talk is all about. We are preparing a staff paper on the proportion of non-supervisors which can be admitted to the Supervision course.

3. Basic Management. Basic Management #23 (GS 11-13) was concluded 6 April. Twenty students completed the course.

4. Other Management Training. At the request of LETS and the Administrative Staff, [] visited the Cornell campus 30 and 31 March. The immediate task, to secure consideration of 2 Agency nominees for the Executive Development Program held on the campus during the summer, was carried out. In addition, [] was able to study the content, purpose, and direction of two management training programs held on the Cornell campus. Ultimately it will be possible to offer some basic guidelines to the OTR committees charged with the responsibility of selecting Agency personnel for sponsored external management training. A first step in this direction will be a report from Management Training through C/BS to C/LETS on the content of these courses and their relevance to Agency management training needs.

5. American Society for Training Directors Conference. A one-week conference sponsored by the American Society for Training Directors will be presented 30 April - 4 May at the Hotel Statler. Some sessions appear to be useful to members of this staff and to other instructors in the Basic School. Unfortunately there will be presentations of both the Basic Supervision and the Basic Management course that week. While the minimum fee (\$50 per person) presents a further deterrent, we are urging C/BS to attend. Considerable information of concern to Management Training will probably be available.

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